

AMENDED

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EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-277

OPENING DATE: 31 August 2007

CLOSING DATE: 17 September 2007

ANTICIPATED FILL DATE: 14 Oct 07

AMENDED DATE: 6 Sep 07

POSITION TITLE AND NUMBER

Logistics Management Officer (*Exc Indef*)
PDCN 70445C00, MD# 4622-10L

UNIT/ACTIVITY AND DUTY LOCATION

Army Aviation Support Facility # 2 (AASF # 2)
NCARNG, Salisbury, North Carolina

GRADE AND SALARY (Includes Loc Pay of 12.64%)

GS-0346-13 \$75,414.00 - \$98,041.00 per annum

EMPLOYMENT STATUS

Excepted Service

Changes are in Italics

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of the organizational and functional areas and programs involved in providing Aviation logistical support.
2. Ability to monitor such functions as program planning, resource and fiscal management, training, manpower management, and/or automated data processing to meet the logistics plan and identify delays or problems.
3. Ability to coordinate with various levels of leadership and staff to develop plans to effectively execute flying hours and accomplish vital training and operational missions.
4. Ability to administer the aviation safety and security programs within the AASF logistics functions.
5. Ability to develop and administer new employee or subordinate development training programs.
6. Must be Maintenance Manager Qualified or able to attend the Maintenance Managers Course.
7. *Must be a qualified UH-60 pilot-in-command Aviator.*

MILITARY ASSIGNMENT: Assignment to a compatible Officer position in a unit that is supported by AASF # 2 is mandatory. (Br: 15, incumbent must occupy a MTOE or TDA leadership position)

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Collaborates with the AASF Commander, AASF staff, and supported unit commanders to plan, develop, and implement long and short term plans to effectively use aircraft and flying hours, and to accomplish vital training and operational missions. Coordinates with Flight Operations to assure an integrated approach to solution of problems relating to availability of aircraft to conduct the military mission. Assesses the impact of changes in or to the flying program, and coordinates with operations to ensure that these changes do not exceed AASF logistical capabilities. Recommends aircraft and direct flying hours to meet AASF and unit operational contingencies. Reviews aircraft maintenance and related material support requirements with respect to specific objectives, relative priorities, capabilities, and limitations. Participates in planning meetings to insure proper scheduling of aircraft commitments, commensurate with the maintenance capability of the AASF. Supervises the development of plans for logistical support of the AASF flying program. Reviews program operations and ensure the commander is informed on status, progress, and actual/potential problem areas. Confers frequently with the AASF Commander to review changes in situational requirements resulting from resource, policy, or directive revisions received from higher-level authority. Recommends the adjustment, and ensures flexibility, of plans and programs to meet changing requirements. Maintains liaison with commanders and staff regarding the status of logistics programs, functional capabilities, and current and projected operational training and mission requirements. Reviews and evaluates higher-level headquarters' directives and policies for AASF implementation. Develops action plans, internal policies, and procedures to assure timely, effective, and complete maintenance support for units, facility, state, National Guard Bureau (NGB), and DA mission requirements. Ensures development and implementation of standing operating procedures (SOPs). Takes or directs action to improve quality, increase production, handle special projects, correct unsatisfactory conditions, etc. Oversees the preparation and execution of budgets for man-days and funds to resource AASF logistics requirements. Directs logistics programs to ensure mission accomplishment and the optimum use of resources. Manages the execution of logistics resources to meet mission requirements. Serves as a program manager and represents the AASF at Program and Budget Advisory Council (PBAC) meetings. Through subordinate supervisors, directs staff and production functions related to aircraft maintenance, production support, material services, ground support, and facility services. Establishes goals and objectives for the accomplishment of current and projected workloads. Plans, organizes, and coordinates day-to-day operations of the AASF logistics support. Integrates full-time support and ARNG unit personnel in optimizing logistics support of aviation units. The work force includes a variety of staff administrative, trades, and crafts occupations. Makes decisions regarding equipment services and repair within capacities of AASF to accomplish assigned missions. Monitors operational and maintenance status of all aircraft assigned to the AASF. Analyzes workload and provides guidance to assure that production goals are met. Reviews, accepts, amends, or rejects work which has been reviewed by subordinate supervisors. Receives performance analysis reports; and from these, directs necessary actions to assure continued improvements in positive trends or correction of adverse trends. Makes decisions on work problems presented by subordinate supervisors. Coordinates maintenance activities with supervisors, various facility activities, and higher echelons of maintenance such as regional AVCRAD's, Aviation and Missile Command (AMCOM), NGB, program managers, etc. Maintains liaison with counterparts at other AASF's, particularly those possessing the same type of aircraft, to insure a prompt and free exchange of pertinent technical, management, and mission information. Participates in conferences and seminars as the aircraft maintenance representative for the AASF, the state, or NGB, when requested. Through subordinate supervisors, manages the facility environmental program, thus ensuring compliance with local, state, Federal, and military regulations. Manages a resource protection program, which includes physical security, information security, and industrial and occupational safety and health. Ensures that hazardous materials are handled and processed in accordance with appropriate directives. Evaluates, through performance indicators (e.g., Unit Readiness and Aircraft Operational Readiness) the activities of the AASF logistics functions to ensure optimum production in accordance with established policies and prescribed directives. Monitors aircraft hardware failures and identifies trends. Directs one-time inspections when warranted. Identifies the need for facility/equipment modernization, improvements, and/or replacements. Performs MTFs to determine airworthiness of aircraft supported by AASF. Verifies that airframe, flight controls, power plant, systems accessories, and items of equipment are functioning in accordance with predetermined specifications during flight. Diagnoses malfunctions disclosed during the conduct of MTF. The MTFs are conducted prior to, and for the purpose of, releasing aircraft for training and flight operations. Serves as AASF maintenance test pilot flight examiner as required. Consults with supported unit commanders in planning and executing training or contingency exercises involving individual or multiple units in

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support of unit readiness. Participates fully in decision making that impacts aircraft availability, configuration, and capability. Plans for exercise logistical support to include recovery of downed aircraft. Coordinates with supported units to insure adequate logistics workload to support proficiency-training requirements. Identifies requirements and assigns logistics tasks and projects to optimize the proficiency and readiness of Unit personnel. Monitors execution of unit proficiency training within the AASF. Coordinates planning and resources with other units and higher headquarters to develop CONUS and overseas deployment plans that meet unit mission goals, aircraft availability, and deployment requirements. Coordinates the development of unit training goals and long range training plans. Assures training plans sustain work force qualifications and capabilities. Reviews Unit Status Report (USR) data, analysis reports, and other sources of information to determine strength and weaknesses of units. Re-directs assets, if necessary, to achieve improved overall Unit readiness and mission effectiveness as required. Administers a sound personnel management program to ensure that personnel in staff, supervisory, and technical positions are highly qualified and motivated. Interviews and selects applicants for supervisory or other key positions. Advises subordinate supervisors during the selection process of full-time workforce. Establishes work performance standards for supervisors and key personnel, and coordinates annual performance evaluations. Initiates disciplinary actions, promotion actions, and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel, and approves the overall leave schedule for the organization. Maintains and monitors morale and discipline of workforce. Counsels subordinates, explains maintenance and personnel policies, hears grievances, and resolves work problems. Reviews overall personnel program within the organization to insure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Supports equal employment opportunity and labor management relations programs. Administers and participates in an effective labor relations program in compliance with regulatory and statutory guidance. Meets and discusses issues with local and national labor organization representatives. Reviews position description changes proposed by subordinate supervisors, and assures accuracy and completeness of position descriptions. Periodically reviews manpower requirements and organizational structures to determine positions necessary for accomplishment of operations; and to determine whether duties are assigned and organized in a manner, which provides economy and efficiency of operations. Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for such development and training to ensure that logistics personnel are capable and proficient in technical skills for their wartime tasking. Approves and monitors overall training for the logistics function. Administers a safety and security program within AASF logistics functions. Maintains responsibility for safety conditions, procedures, and work practices employed within the assigned area of responsibility. Ensures that subordinate employees are trained in safety matters and that safe work practices are utilized. Monitors the results of workplace inspections and takes positive action to correct unsafe conditions. Maintains an aggressive quality assurance program to ensure that performance and quality standards are met. Ensures that all work meets the highest standards of airworthiness and that attention is focused on the wartime tasking of the unit. Balances peacetime economy, readiness, and responsiveness to wartime tasking, resources, and manages maintenance/safety awards program and recommends nominees for award categories from the AASF logistics support function. The logistics function serves as focal point for AASF automation. Oversees automated information systems' operations, systems support, and unit administration, such as Unit Level Logistics System Aviation (ULLSA). Participates in management decisions impacting use of computer hardware, software, and training programs for a variety of automated systems to include Standard Property Book Redesign System (SPBSR), Unit Level Logistics-Ground (ULLS-G), Reserve Component Automation System (RCAS). Assumes the full duties and responsibilities of the AASF Commander in his/her absence as required. Represents and speaks for the AASF with representatives of NGB, the Adjutant General, USP&FO, other military components, state/local officials, businesses, and other private groups having an interest in the functions of the AASF. Coordinates logistics activities across organizational lines to include direct contact with the NGB staff and with counterparts at other AASFs in order to resolve problems affecting logistics capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information. Participates in conferences, seminars, or study groups as the logistics representative for AASF. Represents the AASF in meetings with higher military organizations as well as the civilian industry. Attends conferences to exchange information. Convenes workshops/meetings of the AASF and supported unit personnel to address logistics programs, training workload, problems, and possible resolutions or positions. Coordinates with appropriate support facilities and/or collateral organizations to assure there is an integrated approach to solution of problems. Prepares for and participates in various types of readiness evaluations. Serves as a member on a team to deal with natural disasters or civil emergencies. May serve as a technical advisor to or a member of accident investigation or collateral boards as assigned. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974